



Code: 3404

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Public Health

CLASS TITLE: PUBLIC HEALTH INFORMATICS SPECIALIST

CHARACTERISTICS OF THE CLASS

Under supervision, performs a broad and moderately complex range of tasks associated with public health informatics projects, and performs related duties as required

ESSENTIAL DUTIES

- Identifies, plans and oversees public health informatics projects by defining project requirements, establishing project plans, defining project resources, developing scope of specifications and workflows for system design and/or redesign
- Collaborates with department divisions (e.g., communicable disease, chronic disease, food protection, etc.) on surveillance and data collection needs
- Works closely with outside consultants and the Department of Innovation and Technology (DoIT) on the implementation and management of informatics projects and systems
- Examines other electronic data sources linked to disease surveillance and identifies methods to improve data quality
- Acts as a liaison with hospitals, medical providers and offices relative to the adoption and implementation of Meaningful Use requirements
- Participates in the implementation, migration and enhancement of the Electronic Medical Record (EMR) system in order to support department clinical operations
- Ensures the accuracy, completeness and quality of data transmitted from outside sources by testing, cleaning and validating records
- Evaluates the information technology system(s) shared by state and local agencies to identify system requirements and to implement health information exchange data standards
- Recommends enhancements to agency information systems to interface with external existing systems
- Participates on various committees, work groups and advisory councils representing the department in public health informatics planning and policy initiatives
- Tracks and analyzes state and federal policies, programs and legislation pertaining to health information technology and its intersection with public health
- Manages the department's information portal, updating and managing datasets for online publishing
- Trains and provides assistance to public health informatics system users
- Creates and maintains secure data transmission user accounts
- Participates in strategic planning related to the department's informatics needs, as required
- Prepares reports and provides information to senior staff for inclusion in research and grant proposals and performance matrices, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Master's degree in Public Health, Health Administration, Health Informatics, Health Information Management, Epidemiology, or a directly related field, plus three years of work experience with health informatics responsibilities that include conducting and/or supporting informatics projects, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computers, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *public health and healthcare systems and practices
- *informatics principles and practices

Moderate knowledge of:

- *public health reporting, information system standards and public health data
- *project management principles and workflow engineering
- *healthcare and public health standards, message formats, and secure transmission mechanisms
- *applicable computer software packages and applications

Some knowledge of:

- applicable federal, state, local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- SYSTEM ANALYSIS – Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- SYSTEMS EVALUATION – Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
January, 2015